

# PREPARING YOUR APPLICATION

Admission as Mainland Talents and Professionals Visa with family

## APPLICANT WILL NEED :



Application Form ID990A



PRC Passport, Exit-Entry Permit & Mainland ID Applicant and each family member



Family Relationship

Proof of Family Relationship - Marriage Certificate, Birth Certificate, etc. -



Proof of Academic Records



Up to date Resume



Employment References and Testimonials

## EMPLOYER WILL NEED :

*if the Company obtained an Employment Visa Approval in the past 18 months*



Sponsorship Form ID990B

Approval Letter from Immigration Department



Updated Business Registration Certificate

Employment Contract



Job Description



Local Recruitment Exercise - Job Posting & Candidates' CVs-

*Employer will need to provide additional documents if the Company didn't receive any Employment Visa Approval in the last 18 months*

### Corporate Information



- Certificate of Incorporation
- Business Registration Certificate
- Memorandum and Article of Association
- Latest NAR1 form



Bank Statements - latest 3 months -

### Financial Information



- Latest Tax Return
- Audited / Management Accounts



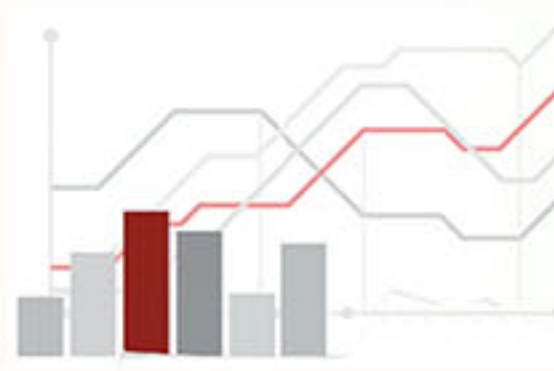
Letter introducing the Company - Business Plan -

### Proof of Business



- Office Tenancy Agreement
- Invoices, Contracts, Business Arrangements
- Website or Brochure

### 3 Year Profit and Loss Projection Current & Prospective Staff List



## IMPORTANT POINTS :

- For most of above documents the copies are sufficient, just the signed forms are required in original
- The ID990A form needs to be signed on each page, the first 4 pages by the applicant and by the dependants starting from the 5th page
- Affix clear colored passport size photographs for each family member on the 2nd page of the ID990A form
- All forms must be signed on each page and filled with the date of submission
- Company's authorized person should sign and chop each page of the sponsorship form ID990B
- Mainland Hong Kong Exit-Entry Permit needs to have at least 6 months validity
- Overseas Parent company may provide the Certificate of Incorporation and the Financial Statements, if applicable
- The Company will come under greater scrutiny if it has less than 12 months since its incorporation
- Documents must be submitted in English or Chinese
- The covering letter should explain why the applicant satisfies the Employment Visa Approvability Test
- Any assertions made must be backed up by documentary evidence